

PLANNER: Competition No. 22-037

Position Summary

Reporting to the Manager of Planning and Development Services, the Planner is responsible for planning project research, organizing and writing Council reports and requests for decisions, updating land use and land management policies, as well as delegated work related to land use bylaw and statutory plan management.

Position Responsibilities

Planning, Development and Land Management

- Remain familiar with current subdivision and development applications to support Development Authority and Subdivision Authority staff within the department.
- Prepare and support the presentation of development reports at Subdivision and Development Appeal Board hearings.
- Investigate issues related to illegal development and recommend on appropriate action to be taken.
- Provide comprehensive research, analysis and administration to support planning, development and land management policy reviews.
- Prepare development agreements related to development and subdivision approvals.
- Prepare Council agenda items for review by the department Manager and General Manager.
- Present items to Council and respond to any questions or concerns of Council and/or the public, as requested by the Chief Administrative Officer, General Manager or Department Manager.
- Perform site visits and create records of the same.
- Prepare briefings, action request responses and correspondence pertaining planning issues.
- Prepare registerable instruments.

Land Use Bylaw and Area Structure Plan Amendments

- Provide members of the public with information regarding land use bylaw interpretations, statutory plan interpretations, and convey relevant legislation affecting proposals.
- Respond to inquiries related to land use bylaw amendments and area structure plan amendments.
- Process and prepare land use bylaw amendments and area structure plan amendments related to subdivision and/or development inquiries and other matters.

- Take an active role in Steering Committee meetings relating to the preparation of statutory plan updates and reviews.
- Consult and make recommendations as per relevant County policy to private developers/planning consultants on the preparation of developer driven area structure plans and conceptual plans.

Public Awareness

- Create and maintain all planning brochures and printed materials for the general public.
- Prepare planning articles and statistical information for the County newsletter, newspapers and fact sheets.
- In conjunction with the Communications Department enhance the social media presence and webpage presence of the department.
- Work closely with the Communications Department to develop any form of public awareness materials.
- Amend and modernize planning and development application forms in hard copy and online.

Road Closures

- Support research and inquiries related to road closures.
- Support the processing of road closure applications, including preparation of the bylaw, organize notice for public hearings, preparation of advertising and preparation of referrals.
- Assist in the preparation of road closure packages for Alberta Transportation.
- Submit registration documentation at Land Titles Office.

Training and Development

- Participate in training as required i.e. Subdivision and Development Appeal Board certification.

Minimum Qualifications

Education/Skills

- Post-secondary training in land use planning or related disciplines. This may include completion of a land use planning certificate.
- Three years relevant experience or equivalent
- Knowledge of municipal legislation, regulation and bylaws
- Knowledge of planning theory and concepts, planning tools and skills

- Proficient in business letter writing and all aspects of Microsoft Office
- Strong analytical, research skills
- Ability to work independently and as part of a team
- Valid class 5 Drivers License

Attributes

- Strong communication and interpersonal skills
- Ability to manage multiple priorities
- Ability to diffuse confrontational situations

Preferred Qualifications

Education/Skills

- Bachelors or Masters Degree in land use planning of related discipline
- Regulated membership in the Alberta Professional Planning Institute

Experience In

- Geographic information systems (GIS)
- Five years' experience within a consulting or public planning agency, or as a subdivision or development officer

Working Environment:

- Work is conducted in an office environment with long periods of sitting and in a field environment requiring travel.
- Position involves managing both short term and long term projects/files.
- Public contact can be confrontational.
- Some afterhours meetings are required.

The salary range is currently \$88,214 to \$111,663 per year. Yellowhead County offers a competitive benefit package. The competition will remain open until **a suitable candidate is found**. Only those candidates being considered will be contacted.

To apply please submit resumes online at www.yhcounty.ca/jobs.